

**START HERE** for Report Number

- **What and who** to count: See back.
- **Same pay schedule** for all employees? Enter the information requested in Pay Group 1 below.
- **Different pay schedules** for some employees—for example, weekly pay for some and monthly for others? Enter the information for one group in Pay Group 1 on this page and for the second in Pay Group 2 on the next page.

About YOU: If this information is not correct, please *tell the interviewer*.

Your name:

Title:

Phone:

Ext:

Fax:

E-mail:

THIS FORM REQUESTS INFORMATION FOR:

TO REPORT YOUR DATA BY TOUCHTONE:

1-800-877-7715 Your report #.

FOR MORE INFORMATION:

1-800-772-2553 Data Collection Center

ALL EMPLOYEES IN PAY GROUP 1

- A.** Employees receive pay: (check one)..... ☐ Each week ☐ Every 2 weeks ☐ Twice a month ☐ Once a month
- B.** Do employees receive commissions?.....☐ Yes ☐ No
- (IF YES) .. Employees receive commissions: (check one) ☐ Each week ☐ Every 2 weeks ☐ Twice a month ☐ Once a month
If you checked one of the boxes above, report commissions in Column 3 for the most recent complete period available.
- ☐ Less often than once a month. Enter 0 in Column 3 but include in Gross Monthly Earnings (Column 6) when paid.
- (IF NO) Enter 0 in Column 3.

| C. Report columns 1-5 for the pay period that includes the 12th of the month | | | | | | Report columns 6-7 for the entire previous calendar month | |
|--|---------------------|---|---|--|---|--|---|
| Month <small>Please call by date shown</small> | 1 Employee Count | 2 Payroll, Excluding Commissions <small>(Whole dollars)</small> | 3 Commissions Paid at Least Once a Month <small>(Whole dollars)</small> | 4 Hours, Including Overtime <small>(Whole hours)</small> | 5 Reason for Large Changes <small>(D1-D2 below)</small> | 6 Gross Monthly Earnings, previous calendar month <small>(All workers)</small> | 7 Reason for Large Changes <small>(D1-D3 below)</small> |
| JUN (06) MM/DD All Workers | | \$ | \$ | | | MAY | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| JUL (07) MM/DD All Workers | | \$ | \$ | | | JUN | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| AUG (08) MM/DD All Workers | | \$ | \$ | | | JUL | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| SEP (09) MM/DD All Workers | | \$ | \$ | | | AUG | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| OCT (10) MM/DD All Workers | | \$ | \$ | | | SEP | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| NOV (11) MM/DD All Workers | | \$ | \$ | | | OCT | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |
| DEC (12) MM/DD All Workers | | \$ | \$ | | | NOV | |
| Nonsupervisory Workers | | \$ | \$ | | | \$ | |

D. Reason for Large Changes: To explain changes of 25% or more, enter numbers from the list below in columns 5 and 7. You may enter one or two numbers into each row.

| D1. Shifts in Employment (Columns 5 and 7) | | D2. Shifts in Pay and Hours (Columns 5 and 7) | | D3. Shifts in Gross Monthly Earnings (Column 7 ONLY) |
|--|---------------------------------------|--|---|--|
| 03 More business/expansion | 12 Internal reorganization-decrease | 20 Wage rate decrease | 40 Shorter scheduled workweek | 28 Stock options exercised and distributed |
| 04 Less business/contraction | 13 Internal reorganization-increase | 21 Wage rate increase | 41 Longer scheduled workweek | 29 Severance pay distributed |
| 05 Short-term project starting | 19 Employment returns to normal | 25 Higher hourly earnings for piecework or incentive pay | 46 Workers on unpaid vacation | 30 Change in number of pay periods |
| 06 Short-term project ending | 09 Temporary shutdown | 26 Less overtime pay | 50 Bad weather | 31 Bonuses, executive pay, or profit distributions |
| 07 Layoff | 86 Permanent shutdown | 27 More overtime pay | 55 Return to normal following bad weather | 93 Quarterly or annual commissions paid |
| 08 Strike | 37 Other reason for employment change | 32 More/fewer commissions | 38 Other reason, pay or hours | 95 Other reason |



This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Please note this report is mandatory in California, under Section 320.5 of the Unemployment Insurance Code and Section 320.5.1 through 320.5-28, Title 22 of the California State Administrative Code; in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.** We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Attn: Payroll Manager
Firm
Address
City, State, Zipcode

Need help with this form?
Call 1-800-772-2553.
Your Report Number:

Idaho Commerce & Labor
Research & Analysis, CES
317 W Main Street
Boise ID 83735-0670

INSTRUCTIONS FOR COMPLETING THIS FORM

REFERENCE PERIOD

Complete this form monthly for the pay period checked in Box A that includes the 12th day of the month. If you have a weekly or biweekly pay period and the 12th falls on a Saturday, report for the period ending on the 12th. If the 12th falls on a Sunday, report for the pay period starting on the 12th.

PAY GROUP

See front of form. If your business has more than two pay groups, call the help number shown above for assistance.

EMPLOYEE COUNT (Column 1) – ALL WORKERS

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:

- Executives and their staff
- Full-time and part-time workers
- Salaried officials of corporations
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

Exclude:

- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Workers on active duty, if **not** receiving pay from employer
- Workers on leave without pay for entire pay period
- Workers on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT (Column 1) – NONSUPERVISORY WORKERS

Number of "All Workers" defined above who are nonsupervisory workers. "Nonsupervisory workers" includes every employee **except** those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:

- Department heads
- Executives
- Managers
- Officers
- Superintendents

PAYROLL, EXCLUDING COMMISSIONS (Column 2)

Total gross pay earned during the entire pay period. Report separately for All Workers and for Nonsupervisory Workers.

Report pay **before** employee deductions for:

- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

(Continued)

PAYROLL, EXCLUDING COMMISSIONS (Column 2) (Continued)

Include:

- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Tips if included on W-2s
- Severance, if paid over multiple pay periods

Exclude:

- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as for vacations
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

COMMISSIONS (Column 3)

Commissions paid during the period checked in Box B on the front. Report separately for All Workers and for Nonsupervisory Workers.

- Report for the most recent **complete** period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- **Exclude** base pay, drawing accounts, or basic guarantees.

HOURS, INCLUDING OVERTIME (Column 4)

Total number of hours for which employees received pay during the entire pay period. Report separately for All Workers and Nonsupervisory Workers.

- **Include** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- **Do not** convert overtime or other premium hours to straight-time equivalent hours.

REASON FOR LARGE CHANGES (Column 5)

If employment, payroll, or hours changed by 25% or more, enter one or two numbers from D1 or D2 at the bottom of the front page to explain the change. Otherwise leave Column 5 blank.

GROSS MONTHLY EARNINGS (Column 6)

Total gross wages paid during the entire **previous** calendar month, before deductions. Report for All Workers.

Include:

- Earnings from all pay distributed during the previous month, such as:
 - Payroll
 - Commissions
 - Bonuses or awards
 - Incentive pay
 - Severance pay
 - Stock options exercised

Exclude:

- **Employer** contributions to:
 - 401K or pension plans
 - Medical insurance accounts
 - Health insurance accounts
- Reimbursements for:
 - Travel expenses
 - Work related expenses
 - Tuition

REASON FOR LARGE CHANGES, GROSS MONTHLY EARNINGS (Column 7)

If Gross Monthly Earnings increased by 25% or more, enter one or two numbers from D1, D2, or D3 at the bottom of the front page to explain the change. Otherwise leave Column 7 blank.



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FOR MORE INFORMATION:

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THIS PAGE IS FOR PAY GROUP 2

- Use the other page (All Employees in Pay Group 1) if all employees are paid at the same time.
- **Use this page only if employees are paid on different schedules**—for example, weekly for some and monthly for others. Enter the information for one pay schedule on the previous page (Pay Group 1). This page is for the second group.
- **More than two pay groups?** Call the number “For More Information” at the right, or the Help number on the reverse.

ALL EMPLOYEES IN PAY GROUP 2

A. Employees receive pay: (check one) ☐ Each week ☐ Every 2 weeks ☐ Twice a month ☐ Once a month

B. Do employees receive commissions?..... ☐ Yes ☐ No

(IF YES) ..Employees receive commissions: (check one) ☐ Each week ☐ Every 2 weeks ☐ Twice a month ☐ Once a month
If you checked one of the boxes above, report commissions in Column 3 for the most recent complete period available.

☐ Less often than once a month. Enter 0 in Column 3 but include in Gross Monthly Earnings (Column 7) when paid.

(IF NO) Enter 0 in Column 3.

| C. Report columns 1-5 for the pay period that includes the 12th of the month | | | | | | Report columns 6-7 for the entire previous calendar month | |
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| All Workers | | | | | | \$ | |
| Nonsupervisory Workers | | \$ | \$ | | | | |
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| All Workers | | | | | | \$ | |
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| All Workers | | | | | | \$ | |
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Exclude:

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PAYROLL, EXCLUDING COMMISSIONS (Column 2)

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- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

(Continued)

PAYROLL, EXCLUDING COMMISSIONS (Column 2) (Continued)

Include:

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- Paid holidays, vacation, sick leave, and other paid leave
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If Gross Monthly Earnings increased by 25% or more, enter one or two numbers from D1, D1, or D3 at the bottom of the front page to explain the change. Otherwise leave Column 7 blank.